

## DOE ARRA Amended Local Plan – Cover Page

Due Date

Email To

localplan@csd.ca.gov

Contact for Questions

Agency Name	Merced County Community Action Agency
Contact Person	Mike Polinko
Title	Program Director
Phone Number	(209) 723-1225 x 1330
Email	<u>mpolinko@mercedcaa.org</u>

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Brenda Callahan-Johnson
Title	Executive Director
Phone Number	(209) 723-4565
Email	<u>Brenda@mercedcaa.org</u>
Date	12/2/2009

CSD Approval

Approved by	
Approval Date	

**Outreach to  
Potential  
Clients**

**Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.**

We have been preparing for the receipt of the ARRA funds since April. As of this writing, our outreach efforts have already netted us 768 homes on our Merced Weatherization waiting list and 604 in Madera. This should be more than enough to meet the production demand of the DOE/ARRA contract. And the applications will, obviously, continue to come in over the next two years. Perhaps we are lucky. Our LIHEAP program has always provided us with a more than ample supply of homes. To date, we have never out-stripped our available housing stock in either county. But we will continue to maintain—and amplify—our outreach efforts in both counties, efforts which will include sending home flyers with every student enrolled in the school system, canvassing neighborhoods and apartment complexes, appearances at senior clubs and nutrition sites and at all Housing Authority locations.

Our friends at the Community Action Partnership of Madera County have also pledged their help in this effort.

**Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc.**

1. Follow through with current applicants.
2. Continued advertisement with yard signs, PSA's and through other Agency programs.
3. Printing and distribution of flyers by 2/10/10.
4. Continuing community presentations.

**Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.**

1. 768 eligible homes are on the waiting list for Merced County.
2. 604 eligible homes are on the waiting list for Madera County.
3. Yard signs advertising the program have been produced and are ready to use with the very first home we weatherize with these ARRA funds.

**Outreach to  
Elected  
Officials**

**Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.**

On the Merced County Community Action Agency Board of Directors we have 5 elected officials. This fact, in and of itself, creates a partnership. These elected officials are informed of our program's progress on a monthly basis. These officials also visit project sites to learn first-hand about the program's progress and have invited the Agency to council meetings to present programmatic information on a routine basis.

In addition, we plan on conducting independent presentations at various city council meetings and to local service organizations.

In Madera county, we plan on using the Community Action Partnership's contacts to conduct this type of outreach.

Income and household size verification will remain stringent—we have always insisted on more documentation than some of our sister agencies and that required by CSD. We have always insisted, for example, that an applicant prove somehow their household size (social security cards or driver licenses for all adults in the household; social security cards, shot records or school IDs for all children). We have also always prided ourselves on the high percentage of vulnerable populations and high energy burden households that we serve. Our priority point system works well: applications will continue to be ordered so that those groups are served first.

Only feasible measures are installed; all measures billed to CSD were installed and workmanship meets CSD standards.

Our main Assessor/Field Supervisor has 16 years in the business and we have brought back another who has just about the same level of experience. We have also hired another Field Supervisor to assist with quality control. One of his main duties will be to maintain daily contact with all the worksites, troubleshooting and assisting the crews with the more difficult installs. Several of our Crewleaders also have considerable experience. Our staff is veteran, seasoned. We will continue to maintain the same Quality Assurance routine that has earned us glowing reviews from RHA during the last few years of field inspections. The Program Director will continue to spot check homes and we will also conduct post-inspections on every single home that we weatherize, 100% of production.

All records meet CSD standards; billing is accurate and truthful, and reports are submitted on time.

Our file system also got high marks from the last few CSD Monitoring visits. We will be doing time studies and have in place before we receive any ARRA monies a methodology to bill our support costs that is in compliance with OMB regulations. Our reports have always been submitted in a timely fashion. They will continue to be so.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

1. Eligibility: Our Office Technician is responsible for screening all files and maintaining them in Energy Burden and Priority Point order, so that household with higher EBs and those with vulnerable members are helped first. Our Assessors do a double-check of this as they pull files to work. The Program Director also spot checks this during his review of them prior to billing.
2. Quality Assurance: Our Crewleaders do this on every single measure that was installed in a home. Everything is checked again during the Post-Inspection and during random field checks by our Field Supervisor and the Program Director.
3. Billing/reports: Office technician invoices all the files and this work is checked by Program Director who reviews every single file prior to the monthly billing.

#### Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count

Merced College, Workplace Learning Resource Center  
Employment Development Department, Workforce Services  
Employment Development Department, Job Service Office  
Merced County Human Services Agency, CalWORKS  
Merced Adult School  
Merced County Human Services Agency, All Dads Matter

The eight WX crewmembers we hired from that Job Fair fulfilled our major workforce need. We will use these partnerships that we have created, and some general classified advertising, to fill the positions that remain open.

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program:

We will not be outsourcing or subcontracting the work, other than major HVAC repair and replacement and the delivery and removal of our refrigerators.

Describe your action plan for outsourcing, including a description of the RFO/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.

We will be informing all the HVAC contractors in our service area of the opportunity to bid on our subcontracted work. This will most likely be done via an ad in our local newspapers.

Our Action Plan to oversee their work will be the same as always—we will conduct a post-inspection to make sure that the work was done properly, safely, and up to CSD Weatherization standards.

If you are not outsourcing any of your workforces, explain why.

n/a

**Other  
Subcontracting**

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors.

We also intend on securing the best possible prices on our WX supplies and materials and have been working with many vendors on bulk purchasing and across-the-board discounts. We have, for example, negotiated with Atwater Electronics, a small mom-and-pop appliance retailer, to keep our refrigerator price at a 2005 level. We have also negotiated a 5% discount on all our purchases at Home Depot.

**Vehicle &  
Equipment over  
\$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

# DOE ARRA PRIORITY PLAN NARRATIVE

## Outreach

Describe in narrative format the selection process for dwellings to be weatherized and the outreach methods to be utilized to assure that eligible households are made aware of the services through DOE ARRA or any similar energy-related assistance program.

Income-eligible applicants will first be assigned a priority based on their energy burden. Priority #1 will be assigned to those with an energy burden of 25.1% or higher. Priority #2 to those from 15.1 to 25%. Priority #3 to those from 10.1 to 15%. Priority #4 to those from 5.1 to 10%. Within these groupings, applications will be ordered so that households with vulnerable members are done first. Top priority will be given to any household experiencing a life-threatening emergency situation.

Outreach will be done at all our Agency's offices any by canvassing neighborhoods and distributing informational flyers and energy-conservation material. Flyers will also be sent home with every student enrolled in our school system. Staff will also conduct presentations to larger groups, such as senior clubs and school meetings, and we will man energy booths at the fairs held throughout the counties.

## Reweatherization

Describe in narrative format your selection process to ensure compliance with the DOE ARRA Reweatherization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

Applications will be ordered so that previously weatherized units are at the bottom of our waiting list. If a home is selected for reweatherization, we will only install measures that had not been done previously and we will also first conduct an Energy Audit and only install those measures that show a SIR of 1 or greater.

## Client Education

Describe in narrative format a description of how your client education services will be provided to include needs assessments, budget education/counseling, energy conservation and weatherization measures education. Describe how your activities are designed to target households that have not been previously serviced under a LIHEAP or DOE Weatherization program.

Needs assessment is done at the time of Intake and routinely goes beyond utility assistance and weatherization improvements, as clients are referred to various departments within our Agency, such as WIC for proper nutrition supplements and Housing for rental assistance. If a client could do with something beyond the scope of our Agency they are referred to other social service agencies.

A budget is also prepared for all clients at Intake and they are all given energy-saving tips. Our weatherization crews distribute educational material on the hazards of lead paint, the EPA pamphlet "A Brief Guide to Mold, Moisture, and Your Home," and they also impart energy education verbally, informally, as they work in a client's house. When finished, they leave an informational packet on the benefits and upkeep of all the measures they have installed.

We target households that have not been weatherized in all out outreach efforts.

State of California  
Department of Community Services and Development  
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin 5%	Allowable T&TA 5%	Allowable H&S 25%	Allowable Outreach 5%	Allowable Intake 2%	Allowable Client Ed 5%
Alameda Co.	09C-1801	377,147	22,861	22,898	82,847	18,857	7,543	18,857
1 Area A - City of Berkeley	09C-1802	1,941,812	117,706	117,896	426,553	97,091	38,836	97,091
2 Area B - Spectrum Community Services, Inc.*								
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA		125,019	7,578	7,590	27,463	6,251	2,500	6,251
Amador		216,625	13,131	13,152	47,586	10,831	4,333	10,831
Calaveras		220,183	13,347	13,368	48,367	11,009	4,404	11,009
Tuolumne								
Service Area Total	09C-1803	561,827	34,056	34,110	123,416	28,091	11,237	28,091
4 Butte Co. - CAA of Butte County, Inc.	09C-1804	985,949	59,765	59,881	216,581	49,297	19,719	49,297
5 Colusa Service Area - Glenn Co. Human Resource Agency		90,347	5,477	5,485	19,846	4,517	1,807	4,517
Colusa		125,723	7,621	7,633	27,617	6,286	2,514	6,286
Glenn		88,131	5,342	5,351	19,360	4,407	1,763	4,407
Trinity								
Service Area Total	09C-1805	304,201	18,440	18,469	66,823	15,210	6,084	15,210
6 Contra Costa Co. - Contra Costa Employment & Human Services	09C-1806	1,682,564	101,991	102,156	369,604	84,128	33,651	84,128
7 Del Norte Co. - Del Norte Senior Center	09C-1807	179,101	10,856	10,874	39,343	8,955	3,582	8,955
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services		19,527	1,184	1,186	4,289	976	391	976
Alpine		736,685	44,655	44,727	161,826	36,834	14,734	36,834
El Dorado								
Service Area Total	09C-1808	756,212	45,839	45,913	166,115	37,810	15,125	37,810
9 Fresno Co. - Fresno Co. EOC	09C-1809	4,091,673	248,023	248,424	898,807	204,584	81,833	204,584
10 Humboldt Co. - Redwood CAA	09C-1810	784,680	47,565	47,641	172,369	39,234	15,694	39,234
11 Imperial Service Area - Campesinos Unidos, Inc.		370,564	22,462	22,499	81,401	18,528	7,411	18,528
Imperial		2,304,355	139,683	139,908	508,194	115,218	46,087	115,218
San Diego - Area A		2,674,929	162,145	162,407	587,595	133,746	53,498	133,746
Service Area Total	09C-1811							
12 Inyo Service Area - IMACA, Inc.		178,700	10,832	10,850	39,255	8,935	3,574	8,935
Inyo		159,497	9,668	9,684	35,036	7,975	3,190	7,975
Mono								
Service Area Total	09C-1812	338,197	20,500	20,534	74,291	16,910	6,764	16,910
13 Kern Co. - CAP of Kern	09C-1813	2,740,633	166,128	166,396	602,027	137,032	54,813	137,032
14 Kings Co. - Kings Community Action Organization, Inc.	09C-1814	494,379	29,968	30,016	108,599	24,719	9,888	24,719
15 Lake Service Area - North Coast Energy Services		573,390	34,757	34,813	125,955	28,670	11,468	28,670
Lake		333,733	20,230	20,262	73,310	16,687	6,675	16,687
Marin		612,400	37,122	37,182	134,524	30,620	12,248	30,620
Mendocino		229,807	13,930	13,953	50,481	11,490	4,596	11,490
Napa		657,013	39,826	39,890	144,324	32,851	13,140	32,851
Solano		794,898	48,184	48,262	174,613	39,745	15,898	39,745
Sonoma		632,069	38,314	38,376	138,845	31,603	12,641	31,603
Yolo								
Service Area Total	09C-1815	3,833,310	232,363	232,738	842,052	191,666	76,666	191,666
16 Lassen Co. - Lassen Economic Development Corporation	09C-1816	244,686	14,832	14,856	53,750	12,234	4,894	12,234
Los Angeles Co.								
17 Area A - Decision Pending	09C-1817	4,649,215	281,819	282,275	1,021,280	232,461	92,984	232,461
18 Area B - Maravilla*	09C-1818	5,156,396	312,560	313,067	1,132,692	257,820	103,128	257,820
19 Area C - PACE	09C-1819	3,512,859	212,937	213,282	771,660	175,643	70,257	175,643
20 Area D - Decision Pending		5,720,273	346,743	347,304	1,256,557	286,014	114,405	286,014
21 Mariposa Co. - Mariposa Co. Dept. of Human Services	09C-1823	145,303	8,808	8,822	31,918	7,265	2,906	7,265
22 Merced Service Area - Merced Co. CAA		662,392	40,152	40,217	145,506	33,120	13,248	33,120
Madera		942,804	57,149	57,242	207,103	47,140	18,856	47,140
Merced								
Service Area Total	09C-1824	1,605,196	97,301	97,459	352,609	80,260	32,104	80,260
23 Modoc Co. - Redwood CAA	09C-1825	105,041	6,367	6,378	23,074	5,252	2,101	5,252
24 Nevada Co. - Nevada Co. Dept. of Housing & Community Services	09C-1826	485,805	29,448	29,495	106,718	24,290	9,716	24,290
25 Orange Co. - CAP of Orange Co.	09C-1827	2,997,522	181,699	181,893	658,458	149,876	59,950	149,876
26 Placer Co. - Project Go, Inc.	09C-1828	498,516	30,218	30,267	109,508	24,926	9,970	24,926
27 Plumas Service Area - Plumas Co. CDC		169,434	10,270	10,287	37,219	8,472	3,389	8,472
Plumas		25,069	1,520	1,522	5,507	1,253	501	1,253
Sierra								
Service Area Total	09C-1829	194,503	11,790	11,809	42,726	9,725	3,890	9,725

October 28, 2009

State of California  
Department of Community Services and Development  
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Administration, Training & Technical Assistance, and Health & Safety

County/Service Area	A		B		C		D	
	100% Total Allocation	50% of Total Allocation	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	H&S (A-B-C)25%	Allowable H&S (A-B-C)25%
Alameda Co.	757,496	378,748	37,875	48,056	18,937	24,028	167,891	83,946
1 Area A - City of Berkeley	3,900,107	1,950,054	195,005	247,424	97,503	123,712	864,420	432,210
2 Area B - Spectrum Community Services, Inc.								
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA								
Amador	251,099	125,550	12,555	15,930	6,278	7,965	55,654	27,827
Calaveras	435,089	217,545	21,754	27,602	10,877	13,801	96,433	48,217
Tuolumne	442,235	221,118	22,112	28,056	11,056	14,028	98,017	49,009
Service Area Total	1,128,423	564,213	56,421	71,588	28,211	35,794	268,001	125,052
4 Butte Co. - CAA of Butte County, Inc.	1,980,267	990,134	99,013	125,629	49,507	62,815	438,906	219,453
5 Colusa Service Area - Glenn Co. Human Resource Agency								
Colusa	181,461	90,731	9,073	11,512	4,537	5,756	40,219	20,110
Glenn	252,513	126,257	12,626	16,020	6,313	8,010	55,967	27,984
Trinity	177,010	88,505	8,851	11,230	4,425	5,615	39,232	19,616
Service Area Total	610,984	305,493	30,550	38,762	15,275	19,381	135,418	67,709
6 Contra Costa Co. - Contra Costa Employment & Human Services	3,379,410	1,689,705	168,971	214,391	84,485	107,196	749,012	374,506
7 Del Norte Co. - Del Norte Senior Center	359,723	179,862	17,986	22,821	8,993	11,411	79,729	39,865
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services								
Alpine	39,219	19,610	1,961	2,488	981	1,244	8,693	4,346
El Dorado	1,479,624	739,812	73,981	93,868	36,991	46,234	327,944	163,972
Service Area Total	1,518,843	759,422	75,942	96,356	30,972	38,178	236,637	118,318
9 Fresno Co. - Fresno Co. EOC	8,218,077	4,109,040	410,904	521,300	205,452	256,800	1,454,000	727,000
10 Humboldt Co. - Redwood CAA	1,576,020	788,010	78,801	99,900	39,960	50,000	31,000	15,500
11 Imperial Service Area - Campesinos Unidos, Inc.								
Imperial	744,274	372,137	37,214	46,517	18,607	23,262	15,500	7,750
San Diego - Area A	1,479,624	739,812	73,981	93,868	36,991	46,234	327,944	163,972
Service Area Total	2,223,898	1,111,949	111,195	140,385	45,598	57,494	34,250	17,125
12 Inyo Service Area - IMACA, Inc.								
Inyo	1,151,648	575,824	57,582	73,061	28,791	36,531	255,251	127,626
Monterey	670,299	335,150	33,515	42,524	16,758	21,262	148,565	74,283
Service Area Total	1,821,947	910,974	91,097	115,585	45,549	57,793	403,816	201,909
13 Kern Co. - Kern Co. Health & Human Services	1,229,988	614,994	61,499	78,032	30,750	39,016	272,817	136,308
14 Kings Co. - Kings Co. Health & Human Services	461,566	230,783	23,078	29,282	11,539	14,641	14,641	51,151
15 Lake Superior Service Area - Lake Superior Economic Development Corporation	1,319,602	659,801	65,980	83,716	32,990	41,858	292,477	146,238
Lake Superior	1,596,543	798,272	79,827	101,285	39,914	50,843	39,914	176,929
Solano	1,269,503	634,752	63,475	80,538	31,738	40,269	281,373	140,686
Sonoma	7,698,159	3,849,581	384,957	488,438	192,480	244,220	1,706,441	853,220
Yolo	491,448	245,724	24,572	31,178	12,266	15,589	108,925	54,462
Service Area Total								
16 Lassen Co. - Lassen Economic Development Corporation								

State of California  
Department of Community Services and Development  
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
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	100% Total Allocation	50% of Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S (A-B-C)25%	Allowable H&S (A-B-C)25%
40 Shasta/Tehama Service Area - SHHIP, Inc.								
Shasta	1,878,631	93,932	119,181	416,380				
Tehama	775,999	38,800	49,230	171,992				
Service Area Total	2,654,630	132,732	168,411	588,372				
41 Siskiyou Co. - Great Northern Corporation	1,281,164	64,058	81,278	283,957				
42 Stanislaus Co. - CVOC, Inc.	2,782,846	139,142	176,545	616,790				
43 Tulare Co. - CSET, Inc.	4,112,752	205,638	260,915	911,550				
44 Ventura Co. - Community Action of Ventura Co., Inc.	2,000,661	100,033	126,923	443,426				
TOTALS	153,759,804	7,687,990	9,754,588	34,079,307				



## DOE ARRA Amended Local Plan – Addendum 1 Cover Page

**Due Date** No later than 10 working days after the approval of the Davis-Bacon Plan

**Email to** Your field representative

**Contact for Questions**

Agency Name	Merced County Community Action Agency
Contact Person	Mike Polinko
Title	Program Director
Phone Number	(209) 723-1225
Email	mpolinko@mercedcaa.org

**CSD Approval**

Approved by	
Approval Date	

(2009 DOE WAP AMENDMENT 2)

**Agency:**

[illegible]

**EXHIBIT B**  
(Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

**RAMP UP SCHEDULE**

**Agency:**

- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

**Job Creations - Subcontractors**

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.

- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

**Vehicle & Equipment Purchases over \$5,000 per Unit**

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to APRA.

**Note:** Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

2009	2010	2011	2012